

## Petition to Use Historical Coursework (more than 10 years old) toward a Current Graduate Degree Program

- Coursework and credits more than 10 years old, whether taken at UB or another institution, must be petitioned at the time of the student's admission to a current program, if they are to be applied toward the current degree.
- The Director of Graduate Studies for the student's program reviews the coursework to determine whether the content of those courses is still relevant and applicable to the current program.
- The student must demonstrate his/her continued knowledge of the course content.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

UB Person Number \_\_\_\_\_ -- \_\_\_\_\_ E-mail \_\_\_\_\_

Matriculating Dept. \_\_\_\_\_ Master's \_\_\_\_\_ Ph.D. \_\_\_\_\_ Au.D. or DNP \_\_\_\_\_

List all courses requested to be applied toward your current graduate degree program. For courses not completed at UB, attach the original, official corresponding transcript(s). International students who previously submitted original transcripts upon admission to UB may attach a legible photocopy of the front & back of that transcript.

Course Title	Course Number	Credit Hours	Institution	Semester Completed

**Total Historical Credits requested:** \_\_\_\_\_

**Additional Required Documentation:**

- A letter from the academic department that explains how the above courses are still relevant and applicable toward the student's current UB program.
- A letter from the student that explains how he/she has maintained the knowledge gained from these courses.
- A current CV or résumé from the student.

**Required Approvals:**

Student \_\_\_\_\_ Date \_\_\_\_\_

Major Advisor \_\_\_\_\_ Date \_\_\_\_\_

Dept. Chair/Director of Graduate Studies \_\_\_\_\_ Date \_\_\_\_\_

**FINAL ACTION TAKEN:**                      Approved                      Denied

Comments: \_\_\_\_\_

<b>GS use only</b> PDB _____ HUB _____ Email _____
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Revised 03/2017